

DRP/IN/111
21/12/15

Maharaja Ranjit Singh State Technical University,
Dabwali Road Bathinda.
(Established by Govt. of Punjab vide Punjab Act No. 5 of 2015)

Ref No : Reg/ 46

Dated : 16-12-2015

NOTIFICATION

**Financial Assistance for Organising Faculty Development Programs (FDP),
Conferences, Symposia etc.**

In pursuance of the powers and functions of the University vide section 4 (a) and 4 (b) of the Act and consequent upon approval of the Board of Governors of Maharaja Ranjit Singh State Technical University (MRSSTU), Bathinda in its 2nd meeting held on 07-09-2015 to organize co-curricular activities like Faculty Development Programs (FDP), Short Term Courses (STC), Conferences, Symposia, Workshops, Seminars, related activities by any of the affiliated colleges, the methodology to be followed for sanction of funds or otherwise recognition is notified herewith.

In its commitment to acquaint and reorient the faculty with upcoming developments in technology and research, MRSSTU shall extend partial financial support besides full administrative support to all of its affiliated colleges for organizing various effective co-curricular programs as above. Besides in its pursuit for excellence in the arena of technical education and research towards preparing a nursery of young genuine researchers in the state vis-à-vis the country and to enhance the lecture delivery efficiency in the class-rooms based on upcoming techniques and developments; all affiliated colleges shall periodically organize such activities as above with significant emphasis on thrust-areas including the recent endeavors of GOI like 'Digital India' or as envisaged/announced by the government from time to time. The ultimate goal is to have pockets of centre of excellence throughout its area of jurisdiction. Further:

1. The policy of uniform development of full geographically allocated area shall be the guiding principle in distribution of funds. After considering all the proposals, in case of multiple-proposals received from one college, total grant to be released to any affiliated college shall not exceed 1.5 Lac in a financial year with no carry forward. University Research Centres in affiliated colleges shall get a preference.
2. The action-plan of these programs shall be such that it leads to least inconvenience to the ongoing UG/PG/ Pre-Ph.D./Ph.D. programs in the organizing institute. Such programs may be favoured during summer & winter vacations. All programs financed/not-financed, must have a stamp of approval/recognition by the MRSSTU.
3. For FDPs, during applicant selection, affiliated colleges shall get a priority over outsider. Participant shall be treated on duty and awarded a participation certificate, after successful attending of full-program & going through examining/regulatory mechanism. The participants boarding and lodging shall be borne by the organizing college and TA-expenses shall be borne by the parent institute. All the constituent/affiliated colleges shall ensure that all Assistant Professor level faculty members should attend one Short Term Course/Faculty Development Programme annually related to his subject/domain.
4. Registration Fee for Research Scholars and Post Graduate students may be reduced by the organisers at their own level to encourage their participation in such activities.

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5. Applications in the prescribed format shall be submitted upto 30th April and 31st October, twice in each year. In case of University holiday, it shall spill over to next working day automatically. All valid proposals received shall be evaluated at the University. Dean R&D of MRSSTU shall be the nodal agency for these activities.
6. Transfer/diversion of funds from one activity to other is not allowed. Second activity shall be considered for grant only after the expenditure-documents (ED) along-with complete report of the first program has been received in MRSSTU. If due to some unforeseen circumstances, the event could not be held, Grant should be returned to MRSSTU within 15-days, along-with a brief report on the circumstances leading to its cancellation.
7. Clearance from Government of India for International events or International movement of the delegate/s or resource-persons shall be obtained by organizing college, before submitting the proposal to university.
8. Other eminent professional Bodies like UGC, DST, AICTE, CSIR, DRDO, CDAC, PSUs, CSI, IETE, IEEE, IE(I) etc. can be involved in supporting such events technically and/or financially.
9. Such Programs may be with:

i) FULL FINANCIAL ASSISTANCE:

Such programs shall be entirely organized by MRSSTU in an affiliated college. In this case, MRSSTU shall bear all expenditure. However, no expenditure shall be paid towards use of infrastructural facilities like lecture/seminar halls, hostels, guest rooms etc. of the affiliating college. During such Programs, MRSSTU shall be represented by Vice Chancellor or his nominee. The concerned host institute shall provide all logistic and administrative support.

ii) PARTIAL FINANCIAL ASSISTANCE:

Such programs shall be organized by an affiliated college with partial financial support of MRSSTU. MRSSTU shall grant financial assistance as tabled below or 50% of the actual expenditure whichever is lower. MRSSTU shall be embodied in executive hierarchy and shall stay prominent (on brochures/banners/ proceedings etc). All applicable expenditure related documents, a copy of program outcome/ Proceedings along-with event report must reach MRSSTU within 21-days of close of event. Further the approved amount (minus seed money) shall be released by MRSSTU accounts section within 15-days of receipt of duly verified original bills, in the form of DD/at par cheque in favor of Principal organizing college.

iii) NO FINANCIAL BUT ADMINISTRATIVE & LOGISTIC SUPPORT:

Such programs shall be organized by an affiliated college as a self supporting program, which may be sponsored by other agencies. Still, such self-supporting programs must be routed through the University to make it an official event and can be jointly organized with eminent Engineering, Research & Industrial installations in the country/foreign like UGC, DST, AICTE, CSIR, DRDO, CDAC, PSUs, CSI, IETE, IEEE, IE(I) etc.

(Signature)

The following support in favor of Principal/Director of the concerned institute shall be provided by University:

EVENT	DURATION	MAXIMUM LIMIT (Rs.)		SEED MONEY Advance (Rs.)
Seminars/ Workshops/ Conferences/ Symposia	1-day	National	30,000/-	10,000/-
		International	50,000/-	15,000/-
	2-day	National	50000/-	15,000/-
		International	75000/-	20,000/-
FDP/STC	1-week for 25-30 people (min 15-20 from other affiliated colleges)		50,000/-	15,000/-

Others:

- ❖ Accounts section shall adhere to the above time-schedule uptill release of complete funds to the organizing colleges. Seed money shall be released before 30 to 60 days of the start of event, if desired after proposal is cleared by the Competent Authority and its communication to Accounts Section of the University.
- ❖ Medical facilities/readiness, Hygienic food/refreshment conditions, Pollution free Zone, with proper water and air circulation/condition facility shall be meticulously taken care of by the organizing Institute. The District administration must be kept in the loop, so as to prevent or action against any untoward incident.

This order comes into force with immediate effect and has approval of the competent authority:

Copy of prescribed formats to avail financial assistance shall be put on the University Website by Dean (Research & Development) shortly.

Endst. No. 6138

sd/-
Registrar

Dated: 17/12/15

A copy of the above is forwarded to the following for information & necessary action.

1. Dean, Academic Affairs, MRSSTU, Bathinda.
- ✓ 2. Dean, Research & Development, MRSSTU, Bathinda.
3. Director, College Development Council, MRSSTU, Bathinda.
4. Assistant Registrar (Accounts), MRSSTU, Bathinda.

sd/-
17/12/15
Dy. Registrar (Admn.)